

## Conflict of Interest Policy and Form

The committee members of [the organisation] will strive to effectively manage any conflict of interest between the interests of the organisation and their own personal, professional and business interests. This includes managing actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

By upholding the policy and managing conflicts of interest well the organisation will be aligned to accepted best practice principles and will contribute to be compliant with the standards set out in Tier 1 of the Sport England Code for Sports Governance.

### Examples of conflicts of interest could include:

1. A committee member is a registered player at a club that competes in a competition run by the organisation
2. A committee member sits on the board of a company that the organisation has business dealings with
3. A committee member investigating a complaint is a family member of the complainant or respondent

Upon appointment each committee member will complete a register of relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept securely and will be updated as appropriate. Disclosure of a conflict on interest will not necessarily prevent the individual holding a role on the committee but will allow the Chair to manage any conflicts of interest appropriately.

The agenda for each meeting should include an item at the start of the meeting that requires committee members to declare any conflict of interests they may have in any of the agenda items.

When discussing the specified agenda item the individual may be asked to leave the room for the discussion or may not be able to take part in the decision (discussion and vote) depending on the judgement of the Chair.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

No more than three committee members shall be related or cohabiting and the governing documents of the organisation shall reflect the committee's responsibility to manage conflicts of interest, whether perceived or actual.

This policy is meant to supplement good judgment and committee members should use it in order to support common sense decision making.

### **Declaration of Interests Form Guidance Notes**

[The organisation] is charged with maintaining procedures for dealing with potential and actual conflicts of interest, including financial interest. As such, each committee member is required to declare any situations where private interests and duties to [the organisation] may conflict.

If you are in doubt about an interest which you feel may conflict, ask yourself:

- Am I or might I be in a position where my family/friends or I could gain from the connection between my private interests and my involvement with the organisation?
- Do I have access which could influence purchasing decisions?
- Could my outside interests be in any way detrimental to the organisation or the Members' interests?
- Do I have any other reason to think that I may be risking a conflict of interest?

#### **Procedure:**

- All new committee members will be asked to make a declaration as part of the appointment process and these will be held by the organisation.
- Should a committee member become involved with any potential conflicting interest during the year, it is their responsibility to inform the committee chair immediately.
- Should a committee member have any financial interest, direct or indirect, in any matter being considered at a meeting it is their responsibility to disclose this either at the meeting or as soon as possible after the meeting and to withdraw from the meeting during the consideration of the matter.
- All committee members will be contacted annually with a request to complete a new declaration if their circumstances have changed from those originally declared on appointment.

### Declaration of Interests Form

#### Conflict of Interests

**Tick the relevant statement**

I declare that I have no significant interests which the Membership and/or general public might reasonably conclude might influence the approach or actions of myself in carrying out my duties for [the organisation].

I declare that I currently have significant connections with organisations such that the Membership and/or general public might 'reasonably conclude that the interest involved might influence the approach or actions taken.

Organisation	Nature of Involvement



### Related Parties

**Tick the relevant statement**

I declare that I have **no related parties** with significant interests which the Membership and/or general public might reasonably conclude might influence the approach or actions of myself in carrying out my duties for [the organisation].

I declare that I have **related parties** with significant connections with organisations such that the Membership and/or general public might reasonably conclude that the interest involved might influence the approach or actions taken by a committee member of [the organisation] (please detail below).

Name	Relationship to You (e.g. partner/spouse, child, working parent)	Interest to Report (e.g. other boards of sporting bodies the related party sits on, any businesses for which the related party is an officer or director, or a majority shareholder, and the name of your related party's employer and any businesses they own)

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by the organisations Conflict of Interest Policy.

Signed:	Name:
Position:	Date:

[Add Privacy Statement and link to Committee Privacy Policy]



### Example Committee Conflicts of Interest Register

Name	Role	Organisation/ Individual	Nature of the Conflict	Risk: Low/Medium/High
Mr A	Treasurer	Anywhere Netball County	Treasurer at Anywhere Netball Region	Low unless in competition for local funding
Miss B	Governance Lead	Anywhere Netball Club	Facilities Manager at Anywhere Netball Court	Low unless ANC choose to benefit Anywhere Netball Court through contract for court space
Mrs C	General Committee Member	Anywhere Netball Super League Team	Assistant Performance Coach	Medium – Chair to ensure decision making is fair
Mr D	Resolution Lead	Anywhere Netball League	Head Coach at Anywhere Netball Club	Medium if club competes in the league – resolutions involving club must be impartial